

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**PORTS POLICE OFFICER I - SIA**

**Code 707**

***Nature of Work***

Responsible for performing specific security procedures or activities as directed by supervisors at the Saipan International Airport which shall include compliance with applicable local, Federal (FAR 107) and FAA standards and regulations.

The employee in this class is responsible for performing specific functions of the Ports Police including compliance with FAR 107 (Federal Regulations) which governs the Ports Police program at CPA. This class is an entry level and responsible for developing skills to effectively perform airport security procedures.

***Examples of Duties (Illustrative)***

1. Performs specific security tasks or activities and procedures as directed by supervisors.
2. Applies proper security techniques and procedures.
3. Familiarizes with FAR 107 and CPA policies and regulations.
4. Enforces CPA policies and regulations, local and Federal statutes.
5. Performs routine security tasks on a daily basis, i.e. inspection of airport facilities and perimeter, commuter and main terminal building complex areas, vehicle parking lot areas.
6. Applies appropriate security procedures on persons whose actions violate airport rules and regulations, applicable federal regulations or local ordinances.
7. Responds to crisis, irregular incidents or emergency situations in accordance with emergency response plan and FAA standards.
8. Follows airport security performance standards and written instructions or procedures for non-routine security work.
9. Complies with work requirements including FAA standards, local ordinances and OSHA regulations.
10. Attends training sessions or class related to Airport Security Program.
11. Participates in emergency response drills.
12. Applies theories and security techniques necessary to effectively carry out Ports Police activities.
13. Follows approved safety procedures regarding use and application of weapons, i.e. revolvers, clubs, mace.
14. Performs other related duties as assigned.

**Code 707 continuation**

### ***Minimum Requirements of Work***

1. Knowledge of specific functions of the Ports Police Department.
2. Knowledge of CPA procedures.
3. Knowledge of approved theories, principles, practices and techniques of Ports Police.
4. Ability to meet firearms certifications requirements of the local public safety agency.
5. Knowledge of local ordinances and FAR Part 107 which governs airport security program.
6. Ability to apply principles and theories of Ports Police.
7. Ability to communicate effectively.
8. Ability to establish and maintain a cooperative relationship with the public, supervisors, Ports Police officers and other personnel.

### ***Minimum Qualification***

Graduation from high school (or G.E.D.) and not less than one (1) year of police or law enforcement experience is necessary. Must pass tests and exams for basic courses within the established training period and meets all CPA requirements under probationary employment status. Must be certified for fire arms and deputized as law officer. Must not be over the age of thirty-five (35) for new hires in accordance with the Age Discrimination in Employment Amendments of 1996.

Shall have not felony or criminal conviction.

### ***Pay Range***

Pay Level: 7  
Minimum: \$778.65 bi-weekly or \$9.73 per hour (PL7/1).  
Maximum: \$1,331.75 bi-weekly or \$16.65 per hour (PL7/12).

Adopted by CPA Board on October 25, 1995.

**Revised and adopted by CPA Board on December 21, 2016.**